

FARMINGTON POLICE DEPARTMENT

POLICY AND PROCEDURE



Policy Number:
382-02

Effective Date:
10/12/2015

Subject:
Privacy and Confidentiality Restrictions

Approved by:

Steven D. Hebbe, Chief of Police



PURPOSE:

To establish limitations concerning privacy and access to potentially confidential materials in various supervisory work areas.

POLICY:

It is the policy of the Farmington Police Department to limit the access of subordinates to the work areas of supervisors, including, but not limited to, offices, desks and contents, vehicles, digital storage media and computer files.

PROCEDURE:

Supervisors, as a part of their work assignments, use and maintain confidential information regarding employee performance and wellness. Information of such a nature is not for public dissemination. For this reason, employees are expected to respect the work areas of Department supervisors at all times. Supervisors have an expectation of privacy concerning their work areas and subordinates are restricted from invading that area of privacy. Employees are not to manipulate or view computer workstations, enter closed drawers or files, examine documents or files, copy or open digital storage media, or otherwise invade the private working areas of a supervisor without permission from the affected supervisor.

Employees reading, viewing or otherwise experiencing material they know, or should know, was likely obtained by means that would violate this policy could be considered in violation of this policy, and are required to immediately notify a supervisor of the infringement of the confidential information. Common sense, courtesy and good judgment will be the guide when establishing violations of privacy.

Supervisors shall exercise practical measures to ensure that matters of a confidential nature are protected so that employees who are legitimately in the supervisor's work space are not exposed to confidential material.